

Application Restrictions

Open to both Internal and external

Job Type:

Administrative/Management

Posting In effect from

13/10/2026

Closing Application Date:

26/10/2026

Applications will be reviewed commencing the closing application date and may continue until the position is filled.

Full/Part Time

Full Time

Admin Type

Ongoing

Anticipated Start Date

1/12/2026

Position End Date (If Applicable)

DUTIES

Under the general direction and leadership of the Dean, and consistent with the TRU Faculty of Law's vision and mission as well as applicable university and other regulatory and contractual requirements, to work collaboratively as a key member of the Faculty's leadership and administrative team in planning for and managing the business of the Law School in a sustainable, fiscally prudent, transparent, coordinated, inclusive, respectful, and welcoming manner, in support of achieving the Law School's strategic and operational objectives.

MAJOR RESPONSIBILITIES

Administration:

The Assistant Dean is a senior non-academic position in the Faculty of Law. Reporting to the Dean, and working with the university administration, the Assistant Dean is responsible to:

- Review/develop and implement all administrative components necessary for the Faculty of Law;

- Provide strategic oversight for events and provide leadership to the Events Coordinator in the planning, coordination, and execution of faculty events;
- Develop and implement business plans for the Law School's initiatives designed to enhance legal education and increase ties with the general public;
- Coordinate Law School communication strategies, including the design and production of newsletters, research reports, etc.; Oversees the faculty's website, ensuring its content remains current, relevant, and complete. May assist at student recruitment events and assist the Dean in the recruitment of staff;
- Serve as an active member of various committees, contributing to the confidential evaluation, adjudication, and selection of candidates for admission, awards, bursaries, and externships; and
- Provide leadership, guidance, and support to students regarding academic concerns, examination and course-related matters, and navigating the law school experience.

Regulatory issues and compliance:

Working with the Dean and in consultation, as her delegate, with the TRU senior administration and others as appropriate, the Assistant Dean is responsible to:

- Ensure the Law School continues to meet the requirements of the Federation of Law Societies of Canada and other regulatory or funding agencies, including through the provision of annual and other periodic financial, project activity and competency reports;
- Identify and work toward changes in TRU Senate regulations and policies necessary for the effective and legally-compliant operation of the Law School;
- Develop Faculty of Law regulations that are consistent with TRU Senate regulations; and
- Provide other strategic advice to the Dean as required.

In carrying out this work, the Assistant Dean will take direction from the Dean, with active input from others as appropriate.

Enhancement of legal education:

Working with faculty members and others as appropriate, and subject to their approval/consensus, the Assistant Dean is responsible for identifying opportunities and potential resources for helping to develop and implement internal systems and initiatives to:

- Provide academic support as needed as well as extracurricular enhancement of law students' educational experience at TRU;
- Assist in the development of the internship and externship programs; and
- Along with the Director of Career Services and the Justice in Residence, working to provide increased opportunities for law students' interaction with members of the legal profession and the judiciary.

In carrying out this work, the Assistant Dean takes direction from and works closely with the Dean, who has primary responsibility for all teaching allocations, course approvals, student services and other academic matters.

Outreach:

In support of the Dean, the Assistant Dean is responsible for helping to identify opportunities, contacts and initiatives to:

- Enhance the profile, stature and reputation for excellence of the Law School, its faculty and its alumni with the legal, judicial, academic and business communities locally, provincially, nationally and internationally;
- Lead in advancement and fundraising opportunities for the Law School, from various sources and through activities at local, provincial and national levels, including money raised for specific initiatives or events;
- Lead the development and submission of grant applications and ensure the timely completion of required grant reports and related documentation;
- Actively build the TRU Law community, drawing upon the local bar and bench and also including lawyers and others from elsewhere in the province and across Canada; and
- Work with the Director of Career Services to enhance the career opportunities of alumni and the reputation of TRU in that regard.

REPORTS TO

Dean, Faculty of Law

QUALIFICATIONS

REQUIRED KNOWLEDGE/SKILLS

This position requires the following qualifications:

- Undergraduate Bachelor's Degree plus LLB/JD, MBA, MPA or equivalent postgraduate degree relevant to the responsibilities of this position;
- Working knowledge of relevant statutes, regulations and law;
- At least five years relevant experience, preferably in the post-secondary system, a law firm, as general corporate counsel or in a government department, including:
 - Responsibility for supervision of staff and/or work;
 - Playing a significant role in the development of major new initiatives;
- Clinical experience is highly recommended;
- Demonstrated success at project planning and issues and change management;
- Demonstrated success in team-building, team leadership and influence management;
- Extensive knowledge of and contacts within the B.C. and Canadian legal community;
- Effective oral and written communication and interpersonal skills;
- Tact, discretion and excellent legal and strategic judgment;
- Computer literacy, including familiarity with spreadsheets and data analysis;
- Strong organizational and problem solving skills;
- Demonstrated ability to work both cooperatively with others and independently;

- Demonstrated ability to manage projects by setting and meeting realistic goals, timelines, milestones and performance measures;
- Demonstrated ability to work in a manner consistent with general direction; and
- Availability to work evenings and/or weekends as required

Pay Band

\$124,959.00 - \$139,899.00 (Admin Pay Band DL)

Location:

Kamloops, BC CA (Primary)

of Hires Needed:

1

Organizational Unit:

Thompson Rivers University -> Faculty of Law -> Faculty of Law

Diversity and Inclusion Commitment:

Thompson Rivers University is strongly committed to hiring based on merit with a focus on fostering diversity of thought within our community. We welcome those who would contribute to the further diversification of our staff, our faculty and its scholarship including, but not limited to, women, Indigenous, Black and People of Colour, persons with disabilities and persons of any sexual orientation or gender identity. Please note that all qualified candidates are encouraged to apply, however applications from Canadians and permanent residents will be given priority.

NOTE: To learn more about Thompson Rivers University or living in Kamloops or Williams Lake please visit our [Careers website](#). External Candidates invited to interview will be required to bring a copy of their transcripts to the interview.

Apply Here: <https://www.click2apply.net/jE7lmnIVMPgR5h5GdUxGXY>

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